

Center for Academic Success
Tutor Observation Form

To be filled out by the observer – meeting will take place 1 – 3 business days after session.

Tutoring Step	Tutoring Behavior	Yes	No	Comments:
Greeting and Climate Setting	Did the tutor greet the student, sign them in (if appropriate), introduce themselves by name, and use the student's name?			
	Did the tutor build rapport with the student by making small talk or having a short conversation?			
	Did the tutor sit next to the student? Did the tutor encourage the student to take out their text, notes, assignment and supplies?			
Identification of Task	Did the tutor allow the student to set a focus or goal for the session?			
	Did the tutor use open ended questions to help the student set a goal?			
	Did the tutor ask the student to break their problem into steps if necessary?			
	Did the tutor restate the task, and add to or clarify it if needed?			
Identification of Thought Processes	Did the tutor ask the student to explain what skills or information are necessary to do the task?			
	Did the tutor encourage use of resources, or different learning strategies for the future?			
Set an Agenda	Did the tutor work with the student to plan how to spend the session?			
	Did the tutor keep track of time?			

Address the Task	Did the tutor make sure the student was the one holding the pen and doing the work?			
	Did the tutor speak less than the student? Were they tutoring rather than teaching?			
	Did the tutor ask open ended questions to help the student progress?			
	Did the tutor appear comfortable and confident with the session content?			
Student Summary of Content and Process	Did the tutor ask the student to summarize what they learned? Did they let them summarize without interrupting?			
	Did the tutor then correct any misunderstanding clearly and positively?			
Confirmation	Did the tutor confirm the student's understanding with praise?			
	Did the tutor reassure the student that they can now work on their own?			
Next Steps	Did the tutor ask the student to set tasks or goals for after the session?			
	Did the tutor refer students to appropriate resources if necessary?			
Arrange Next Session	Did the tutor offer the student another session?			
Closing	Did the tutor end the session on a positive note?			
	Did the tutor end the session on time and sign the student out (appropriate)?			

Center for Academic Success

Tutor Observation Form

To be filled out by the tutor – meeting will take place 1 – 3 business days after session

Respond in a few full paragraphs per question.

1. What strategies, resources, or techniques did the tutor use in the session that worked well?

2. If you were to do this session again, what should the tutor do differently? What strategies, resources or techniques could they use?

Center for Academic Success

Tutor Observation Form

*To be filled out by the tutor – meeting will take place 1 – 3 business days after session
Respond in a few full paragraphs per question.*

1. What strategies, resources, or techniques did you use in the session that worked well?

2. If you were to do this session again, what would you do differently? What strategies, resources or techniques would you use?

CENTER FOR ACADEMIC SUCCESS PEER TUTOR EVALUATION Rajiv

Tutors are to complete this evaluation and return it to their Director before the semester ends. Once the Director views the evaluation, he/she will discuss the responses recorded with the peer tutor and put the completed evaluation in their file.

Statement	Often	Sometimes	Rarely	Comments
I am on time and prepared for my session.				
I greet all students who enter the CAS or are near the door.				
I establish rapport during the first few minutes of the session to make the student feel comfortable and continue to encourage the student with praise and empathy.				
I set an appropriate goal with the student at the beginning of each session.				
I discuss strategies and resources with students for them to learn the material or complete work their own.				
I consult with my Director in a timely manner when I am unable to assist a student.				
I let the student take an active role in the session.				
I check TutorTrac actively and I am diligent about session notes.				
At the end of sessions, I encourage the student to set a next step, and offer another session.				
I maintain appropriate academic and professional behavior in the Center, even when I am not in a session.				
I participate in professional development activities such as CRLA training, Tutor Development Day, and review sessions.				
I carefully consider feedback and implement necessary changes.				

Brief Description

What problems, if any, did you encounter this semester and in what ways did you address them?

What do you think is your greatest strength as a peer tutor?

Describe some ways you think you can grow as a tutor.

Signature Required:

Date:

Tutor: _____ Witness: _____ Director: _____

CENTER FOR ACADEMIC SUCCESS - TUTOR EVALUATION RAMONA

Directors are to complete and discuss this evaluation with the peer tutor. Once the evaluation is completed it will be placed in the tutors file for record keeping.

Statement	Often	Sometimes	Rarely	Comments
The tutor is on time and prepared for their session.				
The tutor greets all students who enter the CAS or are near the door.				
The tutor establishes rapport during the first few minutes of the session to make the student feel comfortable and continue to encourage the student with praise and empathy.				
The tutor sets an appropriate goal with the student at the beginning of each session.				
The tutor discusses strategies and resources with students for them to learn the material and/or complete work on their own.				
The tutor consults with their Director in a timely manner when unable to assist a student.				
The tutor allows the student to take an active role in the session.				
The tutor checks TutorTrac actively and is diligent about session notes.				
At the end of sessions, the tutor encourages the student to set a next step, and offer another session.				
The tutor maintains appropriate academic and professional behavior in the Center, even when not in a session.				
The tutor participates in professional development activities such as CRLA training, Tutor Development Day, and review sessions.				
The tutor carefully considers feedback and implement necessary changes.				

Brief Description

What problems, if any, did the tutor encounter this semester and in what ways did he/she address them?

What do you think is the greatest strength of the peer tutor?

Describe some ways the tutor can grow.

Signature Required:

Date:

Tutor: _____ Witness: _____ Director: _____